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ABSTRACT

This guidebook was designed to help school administrators with little or no experience in technology planning initiate and carry out a step-by-step planning cycle. It shows how to organize a district for instructional technology integration by following a six-step planning model. Six chapters, based on the steps of the model, begin with a set of key questions and end with a series of definitions, suggestions for using the planning guide, and references. The chapters present strategies for organizing and empowering a district technology planning team; preparing the planning team for the study; assessing the current state of technology in the district; developing guiding documents for technology; developing a long-range technology plan; and implementing, institutionalizing, revising, and evaluating the technology plan. Appendices contain a list of recent periodicals, needs assessment instruments, a technology audit instrument, an article on administrative leadership for information-age schools, a question-and-answer session with the authors, notes on development of the book, and sample plans and transparencies. (LMI)

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